

GIS Analyst

Organization:	Clarendon County
Date Posted:	9/6/2022
Primary Category:	Appraiser
Salary:	Salary will be determined based on experience and qualifications
Type of Position:	Full-Time
Education Requirement:	Associate's
Experience Requirement:	< 1 year

Description & Details

Under general supervision, performs a variety of complex technical and analytical functions in support of the operations of the Assessor's Office involving the development of maps and related digital spatial data products; updates and maintains the County's Geographic Information System (GIS) parcel layer information. Utilizes GIS techniques to perform varying analysis methods that integrate with CAMA to improve data accuracy and consistency. Provides support for mobile assessing tool with seamless integration of data to master database increasing efficiency. Reports to the County Assessor. Associate degree in GIS, engineering, computer drafting, or related field or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Experience maintaining parcel data in GIS relating to local government preferred. Possession of a valid South Carolina driver's license is required.

- Applicant must have real-world experience using ESRI software and previous property mapper experience is preferred.
- Maintains the GIS database.
- Analyzes complete transfers, including writing and printing appraisal cards, pulling deeds, checking descriptions, and verifying ownership.
- Assigns new parcels to proper account numbers, deed references, tax codes, and acreages.
- Assists office staff with land records and land classification breakdowns especially for agricultural land.
- Research titles on property, roads, and easements.
- Produces maps using GIS equipment; maintains backups; updates access files; maintains log on plats.
- Assists attorneys, paralegals, appraisers, realtors, surveyors and public regarding inquiries.
- Reviews plats for splits and/or merges requested by the Planning Department.
- Performs assigned functions as a Damage Assessment Team member, if appointed or volunteer.
- Performs related tasks as required.

General knowledge of the principles, practices, techniques and equipment of tax mapping; general knowledge of appraisal and tax office operations; general knowledge of computerized, digitized mapping techniques and equipment; general knowledge of database management methods and techniques; general knowledge of State and local codes governing land development, transfer of real property and rights of ownership and utilization; skill in the use of computerized drafting equipment; ability to comprehend technical specifications for manual and computer-aided/automated cartographic products; ability to use a personal computer and standard office productivity software, ability to establish and maintain effective working relationships with associates and the general public; ability to effectively communicate ideas both orally and in writing.

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, pushing or pulling and lifting and occasionally requires climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally performed indoors.

How to Apply / Contact

Applications are being accepted at the
Clarendon County Administration Building
Human Resource Dept.
411 Sunset Drive
Manning, 29102
Monday thru Friday, 8:30 am until 5:00 pm
countyhr@clarendoncountygov.org
www.clarendoncountygov.org

You can download an employment application here: [Clarendon County Employment Application](#)

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